

## PREPARATION FOR UAE VAT RETURN

All the businesses which are registered under FTA for VAT purposes are required to file VAT return online through FTA portal by logging in to their accounts.

VAT – 201 is a form which the taxpayer needs to fill and submit online. **The main contents of this form are:**

1. Taxable person detail.
2. VAT return period.
3. VAT on sales and all other output.
4. VAT on expenses and all other input.
5. Net VAT due.
6. Additional reporting
7. Declaration and Authorized signatory.

**Explanation of following area is as follows:**

### **1. Taxable person detail:**

- a) This will include information such as TRN, Name & Address of Taxable person.
- b) All the information will be pre-populated.
- c) If taxable person has appointed a Tax Agency, then their details will also appear. (TAAN and associated TAN)

### **2. VAT Return period:**

- a) This will include following information VAT return period, VAT return due date, Tax year end, VAT return period reference number.
- b) All the information will be pre-populated.
- c) Tax year end: Important for those businesses which are not able to recover all inputs and need to perform input apportionment/adjustment. This adjustment will be due in first Tax period following the tax year end.
- d) Tax period reference number tells you which tax period you are completing within that Tax year.

### **3. VAT on sale and all other outputs:**

There are three columns:

- a) **Amount (AED): Please enter all amounts relating to Sales and other Outputs net of VAT.**
- b) **VAT column need to be filled accordingly.**
- c) **For amount and VAT Column, please include reduction in the value due to credit notes and errors from previous Tax period.**
  - **Adjustment (AED): Please use this column if there is a change in circumstances:**

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- adjustment for bad debts, or sale of commercial property. All amounts provided should be VAT amounts and can be positive or negative amounts.

NO	DETAILS	AMOUNT	VAT	ADJUSTMENT	TIPS
1a	Standard Rated supply in Abu Dhabi				Enter supplies of goods and services made within the period subject to the standard rate of VAT and which are considered to take place in the Emirate of Abu Dhabi.
1b	In Dubai				Same
1c	In Sharjah				Same
1c	In Ajman				Same
1d	In Umm Al Quwain				Same
1e	In Ras Al Khaimah				Same
1f	In Fujairah				Same
3	Supplies subject to reverse charge provision				Enter supplies of goods and services received, which are subject to the reverse charge provisions, including <b>imports of services</b> from foreign suppliers on which you are required to account for VAT. Please disregard any imports of goods through customs which are subject to the reverse charge and for which the import VAT is reported separately in box <b>6 below</b> .
4	Zero rated supplies				Enter in this box, supplies which are zero rated. Do not enter in this box supplies made to registered customers in other GCC states.
5	Exempt supplies				Enter exempt supplies (e.g. specified financial services, bare land, local passenger transport, and specified residential buildings).
6	Goods imported into the UAE				This includes the import VAT imposed on import of goods into the UAE. It is populated based on the amounts declared by you in your customs import declarations.
7	Adjustments to the goods imported into UAE				You should use this box only if the information prepopulated in the Box 6 is incorrect or incomplete. The amount can be positive or negative ( <b>should be justifiable, if asked by FTA</b> ). Adjust accordingly, the net amount field and/or

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					the VAT amount field depending on the adjustment to be made. Kindly note: Import VAT will be imposed on value including freight, insurance, custom duty and any excise duty.
8	Total				<b>Box 8</b> automatically calculates the totals of all the above boxes, arriving at the total output tax due to the FTA and total adjustments applicable to that value, for the tax period.

#### 4. VAT on expenses and all other inputs:

a) Adjustments column of Box no. 9: You should use adjustment column to:

- record any adjustments made to the input tax due as a result of any claims for VAT Bad Debt Relief made by your supplier.
- record any input tax apportionment annual adjustments.
- record any Capital Assets Scheme adjustments.

NO	DETAILS	AMOUNT	VAT	ADJUSTMENT	TIPS
9	Standard Rated Supplies				Enter all expenses subject to the standard rate of VAT for which you would like to recover input tax. This should also include any VAT paid in other GCC implementing states on expenses if you are eligible to recover that VAT in the UAE. With respect to the VAT amount, please enter the amounts of recoverable VAT only, in case your ability to recover input tax is restricted.
10	Supplies subject to reverse charge provisions				Enter any expenses which were subject to the reverse charge for which you would like to recover input tax. With respect to the VAT amount, please enter the amounts of recoverable VAT only, in case your ability to recover input tax is restricted.
11	Totals				Box 11 then automatically calculates the total of the values declared in Box 9 and Box 10. These totals represent the total value of VAT you are entitled to recover, as well as any adjustments made to those values.

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### 5. Net VAT Due

12	Total value of output				Shall be pre-populated.
13	Total value of input				Shall be pre-populated.
14	Payable tax				Shall be pre-populated.
15	If you wish to request a refund for the above amount of excess recoverable Tax.				If you are in a refund position, an option will be available on the VAT Return to request a refund of the excess recoverable tax. If 'Yes' is selected, you will be required to complete the VAT refund application (Form VAT311) after the VAT Return Form is submitted. If you select 'No', your excess recoverable tax will be carried forward to subsequent Tax Periods and can be used to offset against payable tax and/or penalties.

### 6. Additional Reporting Requirements:

You will be required to indicate whether you have used and applied the provisions of the Profit Margin Scheme during this period.

### 7. Declaration and Authorized Signatory:

All the details will be pre-populated. However, once you have finished filling in the VAT Return form, tick the box next to the declaration section.

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